



# ILLINOIS DEPARTMENT OF CORRECTIONS



## Coronavirus / COVID-19 Situation Report #143 July 31, 2020

### Objectives

- Provide for the safety of staff, offenders and the public.
- Collect daily information to create a common operating picture of the agency.
- Update Department's Pandemic Plan to reflect Department of Health and Centers for Disease Control guidance for prevention, mitigation, and response to COVID-19 and implement as needed.
- Maintain DOC COVID-19 Critical Incident Command Post.
- Communicate timely and accurate information to staff, offenders and stakeholders.

### Key Messages

- Remain calm, ensure staff, offenders, volunteers, and families feel safe.
- If you are ill, stay home. Work with your supervisor if telework is an option.
- Use normal hygiene techniques to prevent illness – handwashing, coughing into elbow, etc.
- Visit the IDPH, IDOC and CDC websites for up to date information or call the IDPH hotline 800-889-3931.

### Agency Actions

The Department of Corrections has updated our comprehensive Pandemic Influenza Plan. In an effort to prevent the spread of communicable and infectious disease, this Plan provides guidance, prevention techniques, education, identification through examination of staff and offenders suspected of having a communicable disease, surveillance, immunization, treatment, follow-up, isolation and reporting. This plan also addresses medical and operational needs with comprehensive instructions and oversight for the Agency.

Via email all staff received the following: Safety Measures memo; Visitor Medical Screening Questionnaire; Medical Screening for Employees form; Medical Screening for all Intakes and Parolees Form; a detailed Guidance and Preventative Measures memo; and all offenders received a Safety Measures memo.

Executive staff received an Operations Briefing document that outlined the ICS Organizational Structure that will be followed throughout this event. This document also outlined the critical processes by Department. Critical staffing numbers were also provided as well as a listing of supplies in stock at each facility (i.e. cleaning supplies, PPE, etc.). The Agency Continuity of Operations Plan (COOP Plan) was updated and outlines the Departments succession planning.

HR is working closely with CMS to develop a work-from-home policy for those staff that can complete their assigned duties from home.

All offenders received at our Reception and Classification Centers as well as all parole violators returned to a facility will now undergo a medical screening that specifically references COVID-19 exposure. All staff that are experiencing symptoms similar to those with COVID-19 will receive a medical screening.



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Information has been placed on our website as well as social media sites advising visitors not to visit if they feel sick with a fever, cough, or are experiencing difficulty breathing—and we are encouraging friends and family that may be sick and not able to visit to keep in contact during this time utilizing video visiting, telephone calls and electronic and regular mail correspondence.

Orders have been placed for hand sanitizer for all of our facility's. This will contain alcohol. Operations has drafted guidance on the inventory and placement of this item. In addition, ICI will begin producing bars of soap and provide cases to facility's to ensure that all offenders have soap in their assigned living area.

Staffing schedules have been established for the State Emergency Operations Center upon activation.

### AGENCY TIMELINE

Date:	Sent By/ Participated	Target Group:	Activity:	Notes:
3/4/20	Chief Eilers	All Facilities	Contingency Plan Reviews	All facilities advised to revise Facility Strike Plans to ensure plans are in place for large staff shortages.
3/10/20	Director Jeffreys	Executive Staff and Operations	COVID-19 Planning Meeting	Discussed action steps and timelines for IDOC response to COVID-19.
3/10/20	Chief Lindsay	All Staff	Safety Measures Memo	Email
3/10/20	Chief Lindsay	All Staff	Visitors Medical Screening Form	Email
3/10/20	Chief Eilers	Executive Staff	Operational Briefing Plan	Email
3/10/20	Mike Chappell	RDC Facility Wardens	Discuss Activation of the SNS	Detailed plans have been reissued to the wardens at IDOC's designated as RDC's.
3/11/20	Chief Eilers	All Wardens	Facilities were notified to reach out to all court houses prior to court writs to check on the status of the writ and courthouse.	Records Office Supervisors will complete.
3/11/20	Chief Eilers	Medical and Executive Staff	Medical Screening for Offenders and Parolees Form.	Email
3/11/20	Chief Eilers	Medical and Executive Staff	Medical Screening for Employees Form	Email
3/11/20	Chief Eilers	All Staff	Guidance and Preventative Measures Memo	To be read in Roll Call (staff) Email (Wardens)



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3/11/20	Daily Conference Call	Affected Facility's/OHS /Operations	Influenza response at affected Facility's	Discuss number of offenders affected; the need for PPE; Protocols for response
3/11/20	Chief Brunk	IT Services	Requested a list of all laptop users.	Email
3/11/20	Chief Eilers	All Offenders	Safety Measures Memo	The memo is to be distributed throughout the facilities in areas with offender access and on the Closed-Circuit Television Channel
3/11/20	Chief Robinson	Elderly and Long-Term Care Offenders	Screening for possible early release.	Work being completed by Records Office and TCO on identifying the number of elderly offenders and long-term care offenders that could possibly receive an early release.
3/11/20	Mike Chappell	All Wardens	EOC Staffing Schedule	Email
3/11/20	Chief Eilers	All Wardens	Pandemic Plan	Distributed with instructions to review and revise current plans.
3/12/20	Mike Chappell	Executive Staff, RDC Facility Wardens and Operations Staff	Overview of SNS Plan and RDC responsibilities	Phone Conference
3/12/20	Alyssa Williams	All Offenders	IDOC statement to all offenders	Specific language to post on offender television channel.
3/12/20	Brenda Fletcher	All Staff	All in-service and meetings scheduled at Concordia are cancelled	Email
3/12/20	Alan Pasley	All Staff	All facility cycle training and Glock transition are cancelled	Email
3/12/20	Mike Chappell	IEMA	Medical and Cleaning Supplies Requested through IEMA	WEBEOC
3/12/20	Governor's Office	Director Jeffreys, Chief Lindsay, Dr. Meeks, Dr. Bowman, Dr. Conway and Chief Eilers	Tabletop Exercise	All state agency exercise discussing response scenarios to COVID-19.
3/12/20	Regional Deputy Directors	All Facilities	Call schedules if visits are suspended.	All facilities have drafted call schedules to ensure all offenders have an opportunity to stay in touch with family.



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3/12/20	Chief Brunk	Director	Video Visits	Discussed possibility of providing each offender with funds for video visits and additional phone calls.
3/12/20	TCO	All Facilities	Transfers suspended	All interagency transfers except for writs will be suspended next week.
3/13/20	Chief Eilers	All Staff	COVID-19 Update	Updates on cleaning and good health habits.
3/13/20	Chief Eilers	All Wardens	COVID-19 Operations Update	Suspension of offender visits, volunteer managed programs. Funds will be added to offender accounts for 2 phone calls 1 video visit.
3/13/20	Director Jeffreys and Chief Eilers	All Wardens and Executive Staff	Updates on Departments actions in response to COVID-19	Discussed response and action steps moving forward.
3/13/20	Chief Eilers	All Wardens	Intakes and Parole Violators	All intakes and parole violators will be quarantined for 96 hours upon receipt.
3/13/20	Chief Eilers	All Wardens, Executive Staff, Sheriff's Association	Pandemic Plan	Revised Pandemic Plan distributed to all facilities and Sheriff's Association.
3/13/20	Chief Eilers	Department Wide	COVID-19 Employee Sick Leave Guidelines and Travel Guidance.	Email memo from CMS Director and GOMB.
3/13/20	Chief Eilers	All Wardens and Executive Staff	COVID-19 Order: US District Court	Emailed General Order 20-0012 with guidance from US District Court.
3/13/20	Chief Brunk and Chief Eilers	Deputy Directors	Facility Vendor/Contractor discussion	Deputy Directors will prioritize the contractual services at their respective facilities. Also discussed vendors and the delivery of goods to our facilities.
3/13/20	Director Jeffreys, Chief Garnett, and Chief Eilers	Parole	Parole Action Steps	Phone Conference
3/13/20	Director Jeffreys, Chief Eilers, TCO Office	TCO	Inter-Agency Transfer discussion.	All interagency transfers will cease with exception of writ transfers and transfers out of R&C due to bed space issues. Proper screening protocol discussed.
3/13/20	Director Jeffreys, Chief Eilers, Bob Bowen, Sheriff's Association	County Jails	Information sharing meeting.	Phone Conference



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3/13/20	Director Jeffreys, Chief Eilers, Chief Robinson, Chief Porter, DD Hardy and ATC Supervisors	ATC	ATC Action Steps	Discussed continuing operations as normal. Identified steps that will need to be taken if residents present with flu or COVID-19.
3/13/20	Chief Eilers	East Moline ICI	Suspension of ICI Laundry Operations	Suspended laundry operations for Outside entities.
3/14/20	Chief Eilers	All Facilities	MSR/Discharge Protocol	Direction provided that all MSR/Discharge must have temperature checked prior to transport and Parole notified if parolee/discharged individual has a temperature or been in quarantine.
3/14/20	Chief Eilers	All Facilities	Employee Screening	Direction stating all employees will be temperature checked when reporting to work.
3/14/20	Chief Eilers	All Facilities	Revised Quarantine Report	Sent the new revised Quarantine Report with instructions on completing the form. Included COVID-19 information.
3/15/20	Executive Level Staff	Executive Staff	ICS Command Post Preparation	Planning discussion for the opening of the Statewide Command Post. Establishment of Command Structure, Operational Period, Objectives. Command Post will open at 7:00 am on Monday, March 16 <sup>th</sup> .
3/16/20	Executive Level Staff	Executive Staff	ICS Command Post Opened	Command Post opened by Incident Commander Director Jeffreys
3/16/20	Chief Eilers	Bob Bowen	Suspend All Jail Inspections	Chief Eilers informed Bob Bowen that all Jail Inspections have been suspended
3/16/20	Director Jeffreys	Executive Staff	ICS Command Post initial Meeting/Briefing	Telephone conference call updating Executive staff on status. Assignments to key staff were discussed. These meetings will take place daily at 9:00am and 3:00pm.
3/16/20	Chief Eilers	All Wardens and Executive Staff	Warden's update	Telephone conference call updating all Wardens as to the ongoing crisis and the measures which the Department will take to minimize its impact.
3/16/20	Director Jeffreys	Executive Staff	ICS Command post Meeting/Briefing	Telephone conference call updating Executive staff on status. Assignments to key staff were updated. The next meeting will take place daily at 9:00am tomorrow morning.



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3/16/20	Lindsey Hess	Agency Wide	COVID-19 Prevention Measures memo	Prevention measures for all staff
3/16/20	Planning Cell	Incident Command	Tactical Operations	A tactical plan was developed in response to the COVID-19 virus
3/16/20	Lindsey Hess	Agency Wide	Emergency Child Care memo	Memo addressing time off requests for childcare needs
3/16/20	Alyssa Williams	All Offenders	Preventive Measures Memo	Reminder for all Offenders for proper cleanliness Protocol
3/16/20	Planning Cell	Incident Command	Updated COOP plan	Submitted to IEMA
3/16/20	Logistics Section	All Facilities	Medical & Cleaning Supply Inventory	Spreadsheet sent to field for tracking of all medical and cleaning supply inventories
3/16/20	Lindsey Hess	Executive Staff and Incident Command	COVID-19 Call Center opened	Call center activated for all COVID-19 related questions
3/16/20	Logistics Section	ICI	Requested Inventory of all ICI products	ICI providing inventory of current products as well as anticipated manufacturing of product
3/16/20	Logistics Section	Incident Command	Identified Regional Distribution Centers	Stateville, Lincoln, Graham, Centralia, Big Muddy River
3/16/20	Doug Stephens	All Facilities (Clinical Services Staff)	EDSC Reviews	Instructed staff to review all medium's and moderates on the IPSAS for EDSC.
3/16/20	Nikki Robinson	State-Wide Command Center	Reception & Classification Protocols & Offender Releases	Memo sent out to State-Wide Command Center with Intake Protocol for R&C's & Parole violators.
3/16/20	Mike Chappell	John Eilers	COVID-19 Tactical Response Plan	Memo sent to John Eilers with the Special Operations Pandemic Plan.
3/17/20	Lindsey Hess	All Facilities	Call Center info and signage	Information on the launch of the call center and signage sent out to all facilities
3/17/20	Director Jeffreys	Executive Staff	ICS Command Post initial Meeting/Briefing	Telephone conference call updating Executive staff on status. Updates were discussed as well as daily objectives. These meetings will take place daily at 9:00am and 3:00pm.
3/17/20	Chief Robinson	All Facilities	Suspension of Cook County Writs	Denotes Cook County Criminal Division will operate on a modified basis. Request made that no IDOC offenders be transported to Leighton Criminal Court. Per Chief Judge Timothy Evans.





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3/17/20	Chief Eilers	Planning Section	Approval to request ING (Illinois National Guard) to assist with temp checks	Request will be made to IEMA for the ING to assist with temp checks at the facilities if they are available and not required elsewhere in the State.
3/17/20	Operations Section	All Facilities	COVID-19 Facility Staffing/Housing Consideration	Memo to facilities requiring daily reporting of staffing and population management.
3/17/20	Operations Section	All Facilities	COVID-19 Exposure Documentation	Spreadsheet to track specific details regarding offender and staff potential exposure to COVID-19
3/17/20	Operations Section	Food Services Program Managers and Wardens	Dietary Master Food Inventory	Spreadsheet to track current amounts of food, scheduled delivery date(s), and 5 most critical needs of food(s)
3/17/20	Operations Section	All Facilities	Distribution Center Notification	Email sent out to all facilities listing Stateville, Lincoln, Graham, Centralia, and Big Muddy River Correctional Centers as Regional Distribution Centers during the COVID-19 crisis.
3/17/20	Jason Hall (Manager – Administrative Directive Standards)	All Facilities	Suspension of Internal Audits	Email sent out to all facilities suspending all internal audits.
3/17/20	Chief Garnett	Incident Commander	Parole Plan Approval	Notification sent out that the Parole Plan has been approved and released.
3/17/20	Chief Brunk	Incident Commander	Emergency Bread Purchase	Notification sent saying that the department is prepared to agree to an emergency 30-day contract to purchase bread from an outside vendor.
3/17/20	Mandy Page	DOC Notify	Work at home IT instructions sent out	Detailed IT instructions for those staff working at home
3/17/20	Operations Section	Wardens and Designated contacts	Regional Distribution Center email	Email sent to Wardens and designated contacts of the 5 Regional Distributions Centers
3/17/20	IDOC Exec Staff	Sheriff's Association	Phone call	Phone call with Illinois Sheriff's Association regarding IDOC's response to COVID-19 and address any concerns they may have.
3/17/20	Operations Section	All Assistant Wardens of Programs and Record Office Supervisors	Email regarding sending out writs	Email sent out informing all Record Office Supervisors that they must contact any County which they are planning on sending an offender on a Court Writ to.



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3/18/20	Director Jeffreys	Executive Staff	ICS Command Post initial Meeting/Briefing	Telephone conference call updating Executive staff on status. Updates were discussed as well as daily objectives.
3/18/20	Operations Section	All Wardens	COVID-19 Hand Sanitizer Placement	Email memo stating suggested locations for hand sanitizers in the facilities and that daily inventories must be taken.
3/18/20	Chief Williams	All Wardens	Education Schedule	Educational Facility Admins to coordinate an A/B schedule for classes.
3/18/20	Chief Williams	All Offenders	COVID-19 Preventive Measures	Memo to all Offenders discussing preventive measures in the fight against COVID-19.
3/18/20	Chief Eilers	All Wardens	Parcel and Package Deliveries	Memo to all Wardens detailing instructions for all incoming parcels/packages.
3/18/20	Chief Eilers	All Wardens	Community Group Meetings	Memo to all Wardens concerning how to proceed with group meetings.
3/18/20	Lindsey Hess	All Wardens	Roll Call PowerPoint	Email to all Wardens with a PowerPoint presentation to be played on the televisions during Roll call.
3/18/20	Chief Williams	All Offenders	COVID-19 Preventive Measures (Spanish)	Memo to all Offenders, in Spanish, discussing preventive measures in the fight against COVID-19.
3/18/20	Chief Williams	All Wardens and AWP's	Education Schedule	Educational Facility Admins to coordinate an A/B schedule for classes. Updated to include Clinical groups.
3/18/20	Lindsey Hess	All Offenders	Daily Briefing	1 <sup>st</sup> newsletter sent to all offender GTL's. New editions will be issued 5 days a week.
3/18/20	Director Jeffreys	Executive Staff	ICS Command Post initial Meeting/Briefing	Telephone conference call updating Executive staff on status. Assignments to key staff were discussed. These meetings will take place daily at 9:00am and 3:00pm.
3/19/20	Lindsey Hess	All Wardens and Staff	Staff Wellness Support	Memo sent to all Wardens to ensure staff wellness teams are made available to staff.
3/19/20	Lindsey Hess	All Offenders	Daily Briefing	1 <sup>st</sup> newsletter sent to all offender GTL's. New editions will be issued 5 days a week. DID NOT GO OUT
3/19/20	Alyssa Williams	All Offenders	Communication Efforts	Memo sent to all offenders to have them let their families know that they can contact the department directly by email or by calling the COVID-19 hotline.





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3/19/20	Dr. Meeks	All Wardens	Suspension of Dental Services	Memo sent to all Warden. All Dental services has been suspended.
3/19/20	Isabella DeLong	All Wardens	Pandemic Plan	Pandemic Plan was sent to all Wardens.
3/20/20	Chief Lindsey	All Wardens	Staff Schedules	Memo sent to all Wardens, gives approval to allow staff to trade or flex schedules with Wardens approval.
3/20/20	Dr. Meeks	All Wardens	Flu Directive	Memo sent to all Wardens. All offenders presenting with fever and Influenza type symptoms are to be tested for Influenza A & B.
3/20/20	Matthew Warnsing	All Offenders	GTL Informers	All Offenders. Newsletters were uploaded to GTL devices.
3/20/20	Dr. Meeks	All Wardens	Suspension of Optometry Service	Memo sent to all Warden. All Optometry services are postponed until further notice.
3/20/20	Director Jeffreys	All Staff	Administrative Quarantine	Memo sent to all staff. Instituting an Administrative Quarantine
3/20/20	Chief Williams	All Offenders	Administrative Quarantine	Memo sent to all offenders. Instituting an Administrative Quarantine
3/20/20	Dr. Meeks	Wardens, Assistant Wardens, Health Care Unit Administrators	Exposure Risk	Memo sent to all Wardens, Assistant Wardens, and Health Care Unit Administrators. Follow steps as described for risk exposure.
3/20/20	Director	All Wardens	Roll Call Suspension	Memo sent to all Wardens. Traditional roll call suspension.
3/20/20	Chief Porter	All Wardens	Incarcerated Mothers	Memo sent to all Wardens regarding continued bonding-reunification/Moms and Babies.
3/20/20	Dr.Meeks, Dr. Hinton, Dr. Puga	All Wardens, Regional Psychologist Administrators Health Care Unit Administrators	Medical and Mental Health Services During Administrative Quarantine	Memo sent to all Wardens, Reg. Psych Administrators, and HCUA's regarding Medical and Mental Health Services during administrative quarantine
3/20/20	Director Jeffreys	ATC Supervisors	Adult Transition Center Administrative Quarantine Protocols	Memo sent to all ATC Supervisors regarding ATC administrative quarantine protocols.
3/20/20	Chief Williams	All Men and Women in Custody	Administrative Quarantine- Spanish	Memo sent to all men and women in custody regarding administrative quarantine in Spanish.



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3/20/20	DD Smith	All Wardens, Assistant Wardens, Healthcare Unit Administrators	Medical Supplies	Memo sent to all Wardens, Assistant Wardens, and Health Care Unit Administrators regarding medical supplies inventoried at the beginning and end of each day.
3/21/20	Chief Lindsey	All Staff	Governor Issued Stay at Home Order	Memo sent to all staff. Governor issues a stay at home order effective 3/21/20
3/21/20	Chief Williams	All Wardens and Assistant Wardens	Administrative Quarantine Procedure for Program Staff	Memo sent to all Wardens and Assistant Wardens. Administrative Quarantine procedures for program staff.
3/21/20	Operations	All Wardens and Assistant wardens	Offender Meals During COVID-19 Response	Memo sent to all Wardens and Assistant Warden. Offender Meals During COVID-19 Response.
3/21/20	DD Smith	Director Jeffreys	Informational Request on behalf of the Director	Memo sent to Director Jeffreys regarding generalized reports on facility operations.
3/21/20	Chief Lindsay	All IDOC Staff	COVID-19 Childcare LOA	Memo sent to all IDOC staff regarding childcare leave and insurance.
3/22/20	Dr. Hinton	All Wardens	Staggered Checks	Memo sent to all Wardens. Medical checks are to be staggered in intervals
3/22/20	Chief Jackson	Director	Request for Approval	Memo sent to Director. Request for approval for Investigations and Intel
3/23/20	Operations	All Wardens and Assistant Wardens	72-hour DAO Hospital Checks	Memo sent to all Wardens and Assistant Wardens. 72-hour hospital checks are suspended until further notice.
3/23/20	Natalie Northern	AFSCME	Flex Time	Memo sent to AFSCME. Flex time schedules should be approved in advance.
3/23/20	DD Smith	All Wardens and Assistant Wardens	Updated daily medical and inventory sheets with instructions	Updated inventory sheets sent to all Wardens and Assistant Wardens.
3/23/20	DD Smith	All Wardens	Staggered Checks Update	Memo sent to all Wardens. Update on Medical checks are to be staggered in intervals. Include this in the unit log and crisis unit log.
3/23/20	Chief Eilers	All Wardens	Staff Entry and Exit Plan	Memo sent to all Wardens. Entry and exit plan will be modified. Effective March 24, 2020 at 7:00am
3/23/20	OHS Task Force	All Healthcare Staff	2020 COVID-19 Pandemic - Guideline to COVID-19 Testing	Memo sent to all Healthcare staff. 2020 COVID-19 Pandemic and guideline to COVID-19 Testing.



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3/23/20	Chief Williams	All Offenders	COVID-19 Preventative Measures for Men and Women in Custody	Revised memo for men and women in custody that was previously issued on March 19, 2020.
3/23/20	Joshua Christine	All Wardens	ICI Deliveries	Email to all Wardens regarding ICI Deliveries shall be processed immediately to prevent delays.
3/23/20	Joshua Christine	All Wardens	ICI Deliveries	Email to all Wardens regarding ICI Delivery drivers shall have their temperature taken at their originating facility or first facility scheduled for delivery.
3/23/20	Kevin Ball	All Assistant Wardens, Clinical Services Supervisors, All Wardens	SA Treatment facilities group stoppage	Email to all Wardens, Assistant Wardens, and Clinical Services Supervisors regarding no more clinical substance treatment groups are to be conducted.
3/23/20	Chief Eilers	All Facilities	Intake, Parole Violators, Writs, Furlough	Revised previous direction. All intakes and parole violators must be quarantined for 14 days upon receipt. All offenders on writs/furloughs shall be temp checked upon department and upon return. They shall also wear masks.
3/24/20	Lindsey Hess	All Wardens and Assistant Wardens	GTL Free Video Visit per week.	Email sent to all Wardens and Assistant Wardens to provide GTL information on (1) free video visit up to 15 min per week guidelines.
3/24/20	Chief Garnett	All Parole Staff	Parole Contingency Plan for "Stay at Home" Order	Memo sent to all Parole staff allowing parole agents to be divided into two teams to work from home on a rotating basis.
3/24/20	DD Smith	All Wardens and Assistant Wardens	Offender Meal Plans and Facility Approved Meal Plan	Email sent to all Wardens and Assistant Wardens to provide offender meal plans and facility approved meal plan.
3/24/20	Chief Eilers	Incident Command, Director, Chief Robinson, DD Smith, DD Simmons, DD Hardy	First Response Testing	Email sent to those listed to indicate that Corrections employees are now permitted to go to first responder testing site on the NW side of Chicago. 6959 West Forest Preserve Drive



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3/24/20	Lindsey Hess	Intranet	FAQ's	Email that the FAQ's were added to the Intranet. <a href="https://www2.illinois.gov/idoc/facilities/Pages/Covid19Response.aspx">https://www2.illinois.gov/idoc/facilities/Pages/Covid19Response.aspx</a>
3/24/20	DD Smith	All Wardens, Assistant Wardens	Cleaning Schedules	Email with attachments for Cleaning Logs.
3/24/20	Operations Sections	All Warden & Executive Staff	Emergency Supply Pick-up at Lincoln ICI Warehouse	Email notification sent out for facilities to send staff members to pick up cases of PPE masks and disposable gowns
3/24/20	Lindsey Hess	All Wardens & Executive Staff	Free GTL Offender Flyer	Email notification sent out for men and women in custody receive free services being provided by GTL
3/24/20	Lindsey Hess	Incident Command, Executive Staff	Offender Newsletter	Email notification with attachment of offender newsletter.
3/24/20	Lindsey Hess	All Wardens	Preventative Measures for Men and Women	Revised memorandum for Spanish speaking.
3/24/20	DOC Notify	All Staff	Emergency Child Care Resources	Email regarding notification of emergency child care for communities and providers due to child care being closed.
3/25/20	Chief Eilers	All Wardens	Staff Entry and Exit Plan (REVISED)	Revised memorandum for staff entry and exit plan.
3/25/20	Chief Fanning	All Wardens	Instructions for employees who test positive for COVID-19 or are exposed to the virus	Email sent to all Wardens with instructions for employees who test positive for COVID-19 or are exposed to the virus.
3/25/20	Operations Section	All Wardens	Outside Hospital duty staff – PPE.	Email notification to ensure all outside hospital duty officers/staff are wearing masks and gloves at all times
3/25/20	Operations Section	All Wardens	Facility Working Group	Instruction to each facility to develop a working group/“ think tank” to meet each morning and each afternoon. The Union should be represented on this committee.



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3/25/20	Operations Section	All Wardens and HCUA's	Facility Medical Task Force	Each facility was instructed to form a Medical Task Force with representatives from Security, Medical, Mental Health and Programs. Were advised to develop areas for Isolation/Quarantine, Staging and High Risk. Ensure inventory of PPE.
3/25/20	Lindsey Hess	All Wardens	JHA Memo	Distributed memo from JHA to be placed on offender television channel and distributed to the population.
3/25/20	Lindsey Hess	All Staff	Confirmed COVID-19 Cases	Memo to staff advising of COVID-19 cases in IDOC.
3/25/20	Lindsey Hess	All Offenders	Confirmed COVID-19 Cases	Memo to staff advising of COVID-19 cases in IDOC.
3/25/20	Chief Eilers	Wardens, OHS, Parole	COVID-19 Reporting of Positive Cases	Direction provided to ensure all positive staff and offender COVID tests are reported immediately to Incident Command.
3/25/20	Lindsey Hess	All Offenders	Informer Newsletter	Created by Kewanee residents for offenders.
3/25/20	Chief Williams	Men and Women in Custody	Confirmed COVID-19 Cases	Memo to all men and women in custody regarding first confirmed cases of COVID-19 within the facilities.
3/26/20	Office of Health Services	All Wardens	Isolation/Quarantine and PPE Guidance	Memo to Wardens to see attached procedure for isolation and quarantine of suspected COVID-19 cases for men and women in our custody
3/26/20	Director	All Staff	Staff Wellness and Safety	Memo sent to all staff; it is imperative staff monitor their own wellbeing on and off duty.
3/26/20	Dr. Melvin Hinton	All Offenders	Coping with the Stress of COVID-19	Memo sent to all offenders with direction on how to cope with the stress of COVID-19
3/26/20	Dr. Melvin Hinton	All Offenders	Coping with the Stress of COVID-19	Memo sent to all offenders with direction on how to cope with the stress of COVID-19 (Spanish Version)
3/26/20	Lindsey Hess	Agency Wide	COVID-19 Testing for Staff	List of (4) COVID-19 testing sites for staff.
3/27/20	Chief Fanning	All Wardens	Authorization to disclose COVID-19 Diagnosis	Email with revised instructions for employees who test positive for COVID-19 or are exposed to the virus.
3/27/20	Office of Health Services	All Wardens	Determining Proper Employee PPE	Memo to all Wardens with procedure that outlines the proper use of Personal Protective Equipment.



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3/27/20	Lindsey Hess	All Offenders	Informer Newsletter	Created by Kewanee residents for offenders.
3/27/20	Lindsey Hess	All Staff	PPE Signage	Flyers sent to all Wardens for donning and doffing PPE.
3/27/20	Lindsey Hess	All Offenders	Meditation E-Book	Created by a Kewanee Psychologist and uploaded to GTL.
3/28/20	Chief Eilers	Parole	Offender Transports-IDOC Warrants	Direction provided for picking up offenders with IDOC Warrants.
3/28/20	Chief Eilers	Agency Wide	COVID-19 Reporting of Positive Cases	Reminder-Direction provided to ensure all positive staff and offender COVID tests are reported by phone immediately to Incident Command.
3/28/20	Warrant Officers	Chief Garnett	Offender Transports	Memo sent to all Warrant Officers regarding picking up offenders under the supervision of the Parole Division that have a Warrant.
3/28/20	All Wardens	Chief Eilers	COVID-19 Incident Report	Email to all Wardens regarding instructions for reporting a positive COVID-19 case.
3/29/20	Operations Section	All Facilities	Revised Quarantine Report	Provided revised quarantine report and instructions for completion to facility Wardens.
3/29/20	Operations Section	All Facilities	Additional Bed Space	Sent out direction to provide numbers of beds that can be placed in gyms, chapels and classrooms if additional space is needed.
3/29/20	Operations Section	Incident Command	Stateville Incident Command Opened	Contact information and staffing information provided.
3/29/20	PIO	Menard	Communication to Menard staff on COVID response.	Provided memos to staff at Menard in response to a positive test of a staff member.
3/29/20	Medical Section	Stateville and Menard	Assessment of provider and nursing staff	Will assist in future staffing needs.
3/30/20	Chief Garnett	All Parole Staff	Safety Measures for Parole Staff	Work from home contingency plan that goes into effect on April 1, 2020.
3/30/20	Lindsey Hess	All Offenders	Informer Newsletter	Created by Kewanee residents for offenders.
3/31/20	Dr. Hinton	All Staff	Coping with the Stress of COVID-19	Memo sent to all staff with steps on how to cope with stress pertaining to COVID-19
3/31/20	Lindsey Hess	All Offenders	Informer Newsletter	Created by Kewanee residents for offenders.





## ILLINOIS DEPARTMENT OF CORRECTIONS



3/31/20	Mike McFadden	Training Coordinators	The Respiratory Fit Test Summary	Documents regarding conducting a fit test for the N95 Respirator Mask.
3/31/20	Chief Eilers	Agency Wide	Staff PPE Requirement	Direction requiring the issuance of PPE to all staff upon arrival to work.
3/31/20	Operations Section	All Facilities	Administrative Quarantine Plan	Sent the revised Administrative Quarantine Plan to all Wardens.
3/31/20	Chief Eilers	All Facilities	COVID-19 Response: Moving of Offender Mattresses and Clothing	Guidance provided for the proper moving of mattresses and property of offenders that have been exposed to or are COVID positive.
4/1/20	Dr. Bowman	All facilities	Directive to Suspend Non-Urgent Medical Furloughs	Medical furloughs are suspended until May 1.
4/1/20	Lindsey Hess	All Offenders	Daily Informer	Created by Kewanee offenders
4/1/20	Chief Eilers	All Facilities	Hand Sanitizer Placement	Revised guidance on the issuance and control of hand sanitizer.
4/1/20	Office of Health Services	All Facilities	Proper Use of Gloves	Memo outlining the proper use of gloves.
4/1/20	Chief Lindsay	Deputy Directors and Wardens	AFSCME MOU- Vacations	Memo MOU regarding employee vacation time during the COVID-19 response.
4/2/20	Chief Eilers	All Staff	Revised Recommendations for all Employees	Memo Revised recommendations provided based on the latest clinical evidence about coronavirus (COVID-19).
4/2/20	Chief Eilers	All Staff	Revised PPE Requirement for all staff	Memo Updated guidance provided in regards to staff PPE.
4/2/20	Chief Williams	All Offenders	COVID-19 Update for Men and Women in Custody	Memo for all offenders to be posted in common areas and the offender television channel.
4/2/20	Chief Eilers	All Staff	PPE Precautions for Med. Furlough and Writs (REVISED)	Memo Revised guidance on PPE required for med furloughs, writs and outside hospital to include proper cleaning of equipment.
4/2/20	DD Mandy Page	All Staff	Families First Coronavirus Response Act	Memo Outlines the FFCRA and poster for FFCRA.
4/2/20	Chief Eilers	All Staff	Text Messaging System	Memo Department will have the ability to share important COVID-19 related information that staff will receive directly on their cell phones.



# ILLINOIS DEPARTMENT OF CORRECTIONS



4/2/20	DOC Notify	All Staff	Financial Resilience and Pandemic Coping Tips	Email Distributed to all staff with information on protecting their health and wellbeing during the COVID-19 pandemic.
4/3/20	Lindsey Hess	All Offenders	Daily Informer	Created by Kewanee Offenders
4/3/20	Natalie Northern	All Staff	Light Duty MOU	Memo sent that parties agree to extend the 90 limitation.
4/3/20	Natalie Northern	All Staff	Flex Time	Memo sent that parties agree to remove and previously agreed upon limitation regarding number of non-security employees who can flex time.
4/3/20	Chief Williams	All Offenders	COVID-19 Update for Men and Women in Custody (Spanish)	Memo for all offenders to be posted in common areas and the offender television channel. (Spanish).
4/3/20	Chief Eilers	All Wardens	Tent Placement Recommendations	Memo sent to all Wardens with examples of how to utilize the tents.
4/3/20	Ryan Nottingham	All Wardens	PREA Predator/Vulnerable Screenings	Memo sent to all Wardens on delay of PREA screenings.
4/3/20	Office of Health Services	Regional Directors, Medical Directors, Physicians and Advanced Practice Level Providers	Suspension of use of CPAP and Nebulizers	Direction to immediately suspend the use of CPAP in all patients that have been isolated or tested for COVID or are known COVID positive patients, either symptomatic or asymptomatic. Direction to immediately suspend the use of all nebulizer treatments until further notice.
4/4/20	Director Jeffreys	Population Management Task Force	Review Guidance of Population Management	Review current process flowcharts for ED and EDSC. Recommendation for improved process to maximize results.
4/4/20	Director Jeffreys	Sheridan, Menard, PNK, NL ATC, Cross Roads ATC, JTC, Kewanee, Logan, Graham, Danville	Quality Assurance and Control of ICS structure at facilities that have positive case of COVID-19.	Follow up communication needed for the expectation for command centers and information needed to monitor the objectives.
4/6/20	All Staff	Doctors Bowman and Puga	Protecting Your Family from COVID-19	Memo sent to all staff with steps you can take when returning home from work that can help mitigate the risk of COVID-19.
4/6/20	Lindsey Hess	All Offenders	Daily Informer	Created by Kewanee offenders



## ILLINOIS DEPARTMENT OF CORRECTIONS



4/6/20	Dr. Conway	Agency Wide	Guidelines for Extending the Use of PPE	Employer recommendations for of N95. Also provided direction for DIY masks.
4/7/20	Lindsey Hess	All Offenders	Daily Informer	Created by Kewanee offenders
4/7/20	Chief Lindsey	Director	Statewide County Turnaround and TOT Process	Memo sent to the Director, discussing the process during the COVID-19 crisis, to ensure that men and women do not remain in confinement longer than necessary.
4/7/20	Chief Eilers	All Wardens	COVID Positive Employees Returning to Work	Email sent to all Wardens about what information needs to be provided to Tonya Hedges so she can submit to CMS.
4/8/20	Lindsey Hess	Agency wide	Link to kudoboard	Email to encourage staff to post video, photo or message of encouragement.  <a href="https://www.kudoboard.com/boards/IT5FyHfN">https://www.kudoboard.com/boards/IT5FyHfN</a>
4/8/20	Chief Robinson	Wardens; Assistant Wardens of Programs; Clinical Services Supervisor; Record Office Supervisor	COVID_19 Interim Guidance of the Population Management Task Force	Memo provided overview of population management strategies. Attachments include EDSC Process; ED Process Map; ED/EDSC FAQ
4/8/20	Lindsey Hess	All Offenders	Daily Informer	Created by Kewanee offenders
4/8/20	Chief Chaplin & Chief Williams	All Facility Chaplains	Ramadan during Administrative Quarantine	Memo provided guidelines for Ramadan during Administrative Quarantine.
4/9/20	Josh Christine	All Wardens	Updated Daily Medical and Chemical Inventory Sheets	Email sent to all Wardens with newly updated daily medical and chemical inventory sheets, with instructions, effective 4/10/20.
4/9/20	DD Mandy Page	All Staff	Cancellation of Benefit Time during the COVID-19 crisis	Memo sent to all staff concerning cancellation of Benefit Time during the COVID-19 crisis.
4/9/20	Lindsey Hess	Media Coordinators	COVID-19 Phone Tree	Email sent to all Media Coordinators on how to develop a phone tree flow chart.



## ILLINOIS DEPARTMENT OF CORRECTIONS



4/9/20	Dr. Hinton	All Staff	Managing Feelings of Being Out of Control	Memo sent to all staff with suggestions to restore our sense of balance and enhance our feelings of control.
4/9/20	Chief Eilers	All Wardens	Hydrogen Peroxide for cleaning and sanitizing	Memo sent about the effectiveness of Hydrogen Peroxide and the proper use.
4/9/20	Chief Eilers	All Wardens	Hydrogen Peroxide for cleaning and sanitizing Revised	Revised Memo sent about the effectiveness of Hydrogen Peroxide and the proper use.
4/9/20	Chief Eilers	All Wardens, HCUA's, OHS, Business Administrators	COVID-19 Medical Supplies and PPE	Memo Clarification on the proper method to request medical supplies and PPE.
4/10/20	Policy and Directives	All Staff	Department Rules Memorandum	Email sent to all staff 20 Ill. Adm. Code 107.210 has been revised by emergency amendment to expand the criteria under which the Director may award earned discretionary sentencing credit to offenders to reduce the population of IDOC facilities
4/10/20	Lindsey Hess	All Offenders	Daily Informer	Prepared by Kewanee offenders
4/11/20	Chief Eilers	All Wardens, HCU's, Health Care Staff	Guidance for Selection of Offender Care Areas in IDOC Facilities	Memo sent to assist operations and health care staff in drafting a plan to best utilize the variety of existing spaces in IDOC facilities.
4/11/20	Dr. Puga	All Wardens, Deputy Directors, OHS Regional Coordinators	COVID-19 Employee Exposure Risk Assessment Guide	Memo for hotline guidelines at Office of Correctional Medicine - SIU School of Medicine to handle calls to address staff concerns regarding exposure.
4/11/20	Dr. Bowman and Chief Eilers	All Wardens, HCUA's, and DON's.	COVID-19 Offender Cell Moves/Restrictive Housing Placements	Memo requiring the coordination between Facility Wardens and HCUA's/DON's prior to any cell move or placement in restrictive housing.
4/11/20	Chief Eilers	All Wardens	Quarantine/Isolation/COVID Reporting	Email direction to ensure proper reporting of data.
4/12/20	Chief Eilers	Stateville, Hill, Sheridan, Logan, and Pontiac	Quality Control of Facility ICS Structure	Telephone Follow-up conducted quality control with facilities that currently have their Command Posts operational.
4/13/20	Chief Eilers	All Staff	COVID-19 Effective Communication	Memo pertaining to how staff should effectively communicate with offenders.
4/13/20	Lindsey Hess	All Offenders	Daily Informer	Prepared by Kewanee offenders



## ILLINOIS DEPARTMENT OF CORRECTIONS



4/13/20	Chief Eilers	All Staff	COVID-19 General Cleaning	Memo reiterating importance of cleaning all frequently touched surfaces regularly and all phones between each use.
4/13/20	Chief Eilers	Agency Wide	COVID-19 Guidance for the Use of Masks by the General Public	Guidance provided by the Governors Office and IDPH on April 8 <sup>th</sup> .
4/14/20	Lindsey Hess	All Offenders	Daily Informer	Prepared by Kewanee offenders
4/14/20	Chief Eilers	Command Post/Alternate Care Site Working Group	Hospitals utilized by each Facility.	Revised listing of hospitals that are utilized by each facility.
4/15/20	Chief Eilers	All Wardens	Operations Bulletin	Email bulletin sent as a reminder to always remain vigilant of your surroundings as you commute to and from the workplace and while working at the facility.
4/15/20	DD Smith	All Wardens	COVID-19 Recovery	Email to notify when COVID positive staff have returned to work or offenders back to general population.
4/15/20	DD Smith	All Wardens	COVID-19 Facility OT Expenses	Email with instructions and fillable spreadsheet to document COVID related expenses since 3/1/20
4/15/20	DD Smith	All Wardens	Attorney Calls	Email to remind that attorney calls must continue.
4/15/20	Chief Brunk	All Wardens and Business Administrators	PPE Donations and Vendor Inquiries	Email sent to inform that all donation and vendor inquiries should be emailed to doc.purchasing@illinois.gov
4/15/20	DD Smith	All Wardens	Reminder: Gym – Weight room	Email with reminder that all gyms/weight rooms are to be closed
4/15/20	Chief Williams	All Wardens	Poetry and Art Contests	Email regarding efforts to conduct a poetry and art contest.
4/15/20	Lindsey Hess	All Wardens	John Howard Association Survey	Memo regarding a COVID-19 survey being conducted by the John Howard Association
4/15/20	Lindsey Hess	All Wardens & HCUA	COVID-19 Procedure for Rapid Testing - REVISED	Memo and corresponding documents regarding COVID-19 rapid testing. REVISED
4/15/20	Chief Lindsay	Agency Wide	COVID-19 and Health Insurance	Health Insurance Contact information and FAQ.



## ILLINOIS DEPARTMENT OF CORRECTIONS



4/15/20	DD Mandy Page	Personnel Liaisons, Wardens	FFCRA Eligibility	Email Families First Corona Virus Response.
4/15/20	Lindsey Hess	All Wardens	GTL Flyer	Email Free Services Offered by GTL for offenders.
4/16/20	Chief Eilers	Wardens and Business Administrators	COVID-19 Personal Services Costs-Facility Breakdowns	Memo provided spreadsheet to facilities to assist them in tracking all personal services costs related to COVID-19.
4/17/20	Lindsey Hess	All Staff	Exercise During COVID-19 Pandemic	Memo regarding exercise during the COVID-19 pandemic.
4/17/20	Chief Williams	All Offenders	Exercise During COVID-19 Pandemic	Memo regarding exercise During COVID-19 Pandemic.
4/17/20	Janel L. Forde CMS	All Staff	CMS Benefits' Update on Benefit Choice and Response to COVID-19	Memo with 2 attachments regarding CMS Benefits Update.
4/17/20	Chief Eilers	All Wardens	COVID-19 Audio/Visual Access in Restrictive Housing Units	Memo allowing offenders in restrictive housing units to receive audio and visual access via day room and on galleries.
4/17/20	Chief Eilers	All Wardens	COVID-19 Supplemental Medical Just in Time Training	Memo with directions to provide manual of supplemental medical staffing by other entities.
4/17/20	Office of Health Services	All Offenders	COVID-19 Proper Handwashing Technique	Memo and directions on how to protect yourself and help stop the spread of the coronavirus.
4/17/20	Lindsey Hess	All Offenders	Daily Informer	Prepared by Kewanee offenders.
4/20/20	Lindsey Hess	All Wardens and HCUA's	Daily COVID-19 Tracking Sheet	Distributed REVISED daily tracking sheet for all COVID-19.
4/20/20	DD Mandy Page	All Staff	Employees Seeking Modified Work and Alternative Work Assignments	Guidelines for requesting modified or alternative work assignments.
4/20/20	Chief Eilers and Dr. Conway	All Staff and Offenders	DIY Mask Issuance and Cleaning Protocol	Instructions provided for the issuance and cleaning for staff and offender DIY masks.
4/21/20	Dr. Conway	All Wardens & HCUA's	COVID-19 Guidelines for CPAP and Nebulizer Use	Memo on the changes to the use of CPAP machines and Nebulizers.
4/21/20	Dr. Bowman	All Wardens & HCUA's	COVID-19 Testing Guidelines	Revised guidance for the use of the Abbott testing machines as well as the method for transporting tests to UIC and the Carle Clinic.





# ILLINOIS DEPARTMENT OF CORRECTIONS



4/22/20	LaMenta Conway, Deputy Chief of Health Services	All Staff	COVID-19 Guidelines and Indications for Use of Alternative Replacement Gowns	Memo sent to all staff regarding guidelines and indications for use of alternative replacement gowns.
4/23/20	Office of Health Services	All Staff	COVID-19 recommendations for IDOC Employees	Recommendations based on the latest clinical evidence.
4/23/20	Office of Health Services	All Wardens & HCUA's	COVID-19 Testing Plan	Document outlines the procedure for testing, laboratory sites, transport of specimens and test results
4/24/20	Office of Health Services	All Wardens & HCUA's	Revised COVID-19 Testing Plan	Document outlines the procedure for testing, laboratory sites, transport of specimens and test results
4/24/20	Office of Health Services	All Staff	IDPH COVID-19 Testing Guidance	Memo COVID-19 testing is available for all staff who work in correctional facilities. See attached flyer
4/24/20	Lindsey Hess	All Offenders	Daily Informer	Prepared by Kewanee offenders.
4/26/20	Chief Eilers	All Staff	COVID 19- Considerations for Healthcare Providers in ANY Healthcare Setting	Guidance sent out today by the Illinois Department of Public Health regarding "How to leave COVID-19 behind when you come home".
4/27/20	Chief Eilers	All Wardens	COVID-19 On/Off-Duty Situational Awareness and Staff Safety	Memo pertaining to On/Off-Duty Situational Awareness and Staff Safety
4/27/20	Lindsey Hess	All Offenders	Daily Informer	Prepared by Kewanee offenders.
4/27/20	Chief Lindsey	All Staff	COVID-19 MOUs	Memo Updated COVID-19 Memorandums of Understanding between the Illinois Department of Corrections and AFSCME Council 31
4/28/20	Chief Williams	All wardens and HCUA	Medical Furlough Release Criteria and Screening Documents	Memo with documentation on screening those with limited physical mobility issues and/or terminal illnesses for medical furlough during the COVID-19 Pandemic.
4/28/20	Chief Eilers	All Facilities	COVID-19 Response: 10x10 Negative Pressure Tents	Memo pertaining to negative pressure tents
4/28/20	Dr. Conway	All Staff and Offenders	COVID-19 Guidelines for Masking of Offenders	Guidelines and protocol for distribution and use of masks by the offender population.



# ILLINOIS DEPARTMENT OF CORRECTIONS



4/30/20	Dr. Bowman	All Wardens and Healthcare Administrators	Suspension of Non-Emergent Medical Furloughs	Memo pertaining to the suspension of non-emergent furloughs.
4/30/20	Office of Health Services	All Wardens and Healthcare Administrators	Addendum to COVID-19 Testing Plan	Addendum memo to further clarify the specimen transport process to Carle for lab testing.
4/30/20	Dr. Bowman	All Wardens and Healthcare Administrators	Revised COVID-19 Screening Symptoms	Revised memo pertaining to IDOC utilizing revised symptom definitions for COVID-19.
4/30/20	Lindsey Hess	All Offenders	Daily Informer	Prepared by Kewanee offenders.
5/1/20	Chief Eilers	All Wardens	COVID-19 Medical Pod Distribution	Memo pertaining to instructions on picking up new isolation tents
5/1/20	Dr. Sharon Shipinski	All Staff	John Howard Association Staff Survey	Staff Survey
5/4/20	Chief Williams	All Offenders	COVID-19 Update for Men and Women in Custody	Memo providing information about COVID 19 to offenders
5/4/20	Chief Williams	All Offenders	Spanish COVID-19 Update for Men and Women in Custody	Memo providing information about COVID 19 to offenders (Spanish).
5/4/20	Lindsey Hess	All Offenders	Daily Informer	Prepared by Kewanee offenders.
5/4/20	Chief Eilers	All Wardens	Revised CMS COVID-19 Incident Report	Sent revised COVID-19 Incident Report to all facilities to start using effective immediately.
5/4/20	Chief Eilers	All Staff	COVID-19 Surface Cleaning and Disinfection	Re-issued documentation stressing the importance of deep cleaning and surface cleaning daily.
5/5/20	Lindsey Hess	All Wardens	Social Distancing and Bed Position	Memo and documents regarding social distancing and bed position.
5/5/20	Joshua Christine	All Wardens	Updated Daily Medical and Chemical Inventory	Documentation on Daily Medical and Chemical Inventory Updated and Revised Guideline for Masking of Offenders.
5/5/20	Office of Health Services	All Wardens and HCUA	Isolation Pod Directions	Memo for preferred usage of the Isolation Pods.
5/5/20	Lindsey Hess	All Offenders	Daily Informer	Prepared by Kewanee offenders.
5/6/20	James Deen	All Facilities	COVID-19 Offender Goody Bags	Distributed memo regarding receipt and issuance of offender goody bags.
5/6/20	Lindsey Hess	All Offenders	Daily Informer	Prepared by Kewanee offenders.



## ILLINOIS DEPARTMENT OF CORRECTIONS



5/7/20	Dr. Hinton	Dr. Catherine Larry, Warden	Elgin Treatment Center Patient Movement Protocol	Memo providing information to Elgin Treatment Center for following protocol to meet treatment needs while being mindful of safety needs.
5/7/20	Dr. Bowman	All Wardens	COVID-19 Offender Hospital Returns	Memo pertaining to clarifying the proper process for offenders returning to the facility from a hospital stay.
5/7/20	Lindsey Hess	All Offenders	Daily Informer	Prepared by Kewanee offenders.
5/8/20	Dr. Conway and Chief Eilers	All Staff	Revised Guidelines for use of Masks by Offenders and Staff	Memo providing guidelines on use of masks and DIY masks for offenders and staff.
5/8/20	Lindsey Hess	All Offenders	Daily Informer	Prepared by Kewanee offenders.
5/9/20	Dr. Conway and Chief Eilers	All Wardens	Revised COVID-19 Response: Offender Face Mask Collection and Distribution	Revised Memo providing information on procedures for collecting used masks and distributing new masks.
5/9/20	Chief Eilers	All Wardens	Medical Quarantine Plan	Email direction provided to facility to utilize Medical Quarantine Plan in lieu of Lockdown status, as approved by OHS.
5/11/20	Lindsey Hess	All Offenders	Daily Informer	Prepared by Kewanee offenders.
5/12/20	Dr. Bowman	All Wardens and HCUA	Ultrasound during COVID-19	Memo diagnostic testing in the form of on-site ultrasonography, shall continue on site.
5/12/20	Dr. Bowman	All wardens and HCUA	Medical Quarantine Plan	Memo stating upon notification of positive COVID-19 test results, facilities will be moved to Medical Quarantine status.
5/12/20	Lindsey Hess	All Offenders	Daily Informer	Prepared by Kewanee offenders.
5/13/20	Office of Health Services	All wardens and HCUA	Gown Redistribution	Memo on redistribution of Gowns. The process to assist in preserving PPE.
5/13/20	Lindsey Hess	All Offenders	Daily Informer	Prepared by Kewanee offenders.
5/13/20	Dr. Conway and Chief Eilers	All Staff	Revised Guidelines for use of Masks by Offenders and Staff – Resent previous memo that was sent on May 8 <sup>th</sup> .	Reiterated memo emphasizing the importance that staff are issued and wear surgical masks in lieu DIY masks.
5/13/20	Dr. Bowman & Dr. Conway	All Wardens	Reusable meal trays	Memo with guidelines on using reusable meal trays in lieu of Styrofoam trays.



# ILLINOIS DEPARTMENT OF CORRECTIONS



5/14/20	Chief Eilers	All Wardens	John Howard Association Questionnaire	Email providing information regarding questionnaire from the John Howard Association.
5/15/20	Lindsey Hess	All Offenders	Daily Informer	Prepared by Kewanee offenders.
5/15/20	Office of Health Services	All Wardens and Healthcare Unit Administrators	Updated COVID-19 Tracking Sheet	Memo explaining the updates on the COVID-19 tracking sheet.
5/18/20	Chief Eilers	All Executive Staff, Deputy Directors, Office of Health Services, Wardens, Operations Center	Demobilization Plan – Statewide Command Post Moving to 5-Day Schedule	Memo with issuance of Statewide Command Post closure on weekends with modifications to open facility command posts.
5/18/20	Lindsey Hess	All Offenders	Daily Informer	Prepared by Kewanee offenders.
5/19/20	Chief Eilers	All Wardens	Sandbagging During the COVID-19 Pandemic	Memo due to the flooding, Illinois Department of Corrections is being tasked with the filling of sandbags for the purpose of protecting critical infrastructure.
5/19/20	Lindsey Hess	All Offenders	Daily Informer	Prepared by Kewanee offenders.
5/19/20	Chief Eilers	All Staff	Revised Guidelines for use of Masks by Offenders and Staff – Resent previous memo that was sent on May 8 <sup>th</sup> .	Reiterated memo emphasizing the importance that staff are issued and wear surgical masks in lieu DIY masks.
5/19/20	Chief Eilers	All Wardens	COVID-19 Supplemental Medical Just-in-Time Training	Training manual for supplemental medical (non-military) staff.
5/19/20	Dr. Bowman	All Facilities	COVID-19 Revised Employee-Visitor Screening Form	Revised Employee Screening form regarding the updated screening criteria for entry to IDOC facilities. Changes include expanded symptoms, removal of travel questions, and follow-up instructions consistent with previous IDOC employee instructions
5/20/20	Lindsey Hess	All Offenders	Daily Informer	Prepared by Kewanee offenders.
5/21/20	Lindsey Hess	All Offenders	Daily Informer	Prepared by Kewanee offenders.



## ILLINOIS DEPARTMENT OF CORRECTIONS



5/21/20	Chief Williams	All Men and Women in Custody	COVID-19 Update	Memo stating IDOC's commitment to providing information and transparency regarding the Department's COVID-19 response.
5/22/20	Chief Williams	All Men and Women in Custody	Spanish COVID-19 Update	Memo stating IDOC's commitment to providing information and transparency regarding the Department's COVID-19 response. (Spanish)
5/22/20	Chief Lindsay	All Wardens, Parole	County Warrant Pickup Protocol	Memo stating protocol for county warrant pickup
5/22/20	Lindsey Hess	All Offenders	Daily Informer	Prepared by Kewanee offenders.
5/22/20	Mandy Page	All Staff	Brand New MCAP/DCAP Updates and BC Reminder	FY20 and FY 21 MCAP and DCAP Updates due to new IRS Guidelines.
5/26/20	Lindsey Hess	All Offenders	Daily Informer	Prepared by Kewanee offenders.
5/27/20	Lindsey Hess	All Offenders	Daily Informer	Prepared by Kewanee offenders.
5/27/20	Chief Eilers	Wardens	MOU Extensions	Memorandum of understanding extension regarding temporary reassignment of staff and offenders from work camps and boot camps to their parent facility.
5/28/20	Chief Lindsey	All Wardens, Parole	County Warrant Pickup Protocol	Revised Memo stating protocol for county warrant pickup
5/28/20	Chief Eilers	Stateville, Sheridan, Hill, OHS	COVID-19 Supplemental Nursing Staff	Memo regarding supplemental nursing staff.
5/28/20	Lindsey Hess	All Offenders	Daily Informer	Prepared by Kewanee offenders.
5/29/20	Chief Lindsay	All Staff	Return to Work	Memo regarding returning to work for employees who are working from home or on call at home. No date set.
5/29/20	Chief Lindsay	All Staff	Extension MOU's	Memo extending the MOU's for Flex Time, Safety Officer, Day Trade and Light Duty until July 31, 2020.
5/29/20	Chief Bowman	Wardens and HCUA's	Non-Emergent Medical Furloughs	Memo regarding resumption of non-emergent Medical Furloughs. No date set.
5/29/20	Mike Chappell	Sheridan, Hill and Stateville Wardens	Supplemental Nursing Listing	Email providing the list of supplemental nursing staff and the Supplemental Medical (non-Military) Just in Time Training that will be used during orientation.



# ILLINOIS DEPARTMENT OF CORRECTIONS



6/1/20	Mike Chappell	Sheridan, Hill and Stateville Wardens	Supplemental Medical Support	Updated list of nurses that will be reporting to the respective facilities tomorrow.
6/2/20	Lindsey Hess	All Offenders	Daily Informer	Prepared by Kewanee offenders.
6/2/20	Chief Eilers	All Facilities	COVID-19 Free Message Voucher Notice	Notice advising that GTL will no longer be providing the free message vouchers moving forward.
6/3/20	Lindsey Hess	All Offenders	Daily Informer	Prepared by Kewanee offenders.
6/4/20	Lindsey Hess	Agency Wide	Community Based Testing Sites	Email advising that the State of Illinois is opening its community-based testing sites to anyone to get tested, regardless of symptoms or other criteria.
6/4/20	Lindsey Hess	All Offenders	Director letter	Memo from the Director to the men & women in custody.
6/5/20	Dr. Bowman	All Facilities and HCUA's	COVID-19 Resumption of Medical Care in Facility HCU's	Memo regarding the resumption of medical care in Health Care Units.
6/5/20	Lindsey Hess	All Offenders	Daily Informer	Prepared by Kewanee offenders.
6/8/20	Lindsey Hess	All Offenders	Daily Informer	Prepared by Kewanee offenders.
6/9/20	Lindsey Hess	All Offenders	Daily Informer	Prepared by Kewanee offenders.
6/9/20	Chief Williams	All Offenders	COVID-19 update	Memo providing COVID-19 updates to offenders.
6/9/20	Chief Williams	All Offenders	COVID-19 update Spanish	Memo providing COVID-19 updates to offenders-Spanish version
6/10/20	Lindsey Hess	All Offenders	Daily Informer	Prepared by Kewanee offenders.
6/11/20	Lindsey Hess	All Offenders	Daily Informer	Prepared by Kewanee offenders.
6/11/20	Chief Williams	All Offenders	In cell yoga techniques	Memo providing yoga poses to perform within the cell for exercise.
6/12/20	Dr. Bowman	All Wardens & HCUA	Resumption of Non-emergent Medical Furloughs	Memo Non-Emergent Medical Furloughs may resume on June 15, 2020.
6/12/20	John Howard Association	All Wardens	IDOC Coronavirus Survey Flyer	Flyer from John Howard Association for offender survey.
6/12/20	Lindsey Hess	All Offenders	Daily Informer	Prepared by Kewanee offenders.
6/15/20	Lindsey Hess	All Offenders	Daily Informer	Prepared by Kewanee offenders.
6/16/20	Chief Eilers	All Staff	COVID-19 Update	Memo providing COVID-19 updates to staff.
6/16/20	Lindsey Hess	All Offenders	Daily Informer	Prepared by Kewanee offenders.
6/17/20	Lindsey Hess	All Offenders	Daily Informer	Prepared by Kewanee offenders.





# ILLINOIS DEPARTMENT OF CORRECTIONS



6/17/20	Chief Eilers	All Wardens	Trades Union Memos	Sample emails/letters that were sent out to facilities regarding the masking of staff covered by the Trades Union.
6/17/20	Chief Eilers	Agency Wide	First Responder Wellness Webinar	Webinar to help understand models for mental health and learn wellness strategies
6/17/20	Chief Lindsay	Agency Wide	COVID 19 Return to Work Accommodation Guidance	Memo providing guidance for staff returning to work that are at risk. Form provided to request a modified work or alternative work assignment.
6/18/20	Chief Williams	All Offenders	Yoga Techniques – Beginner Level, Class 2	Memo providing yoga poses to perform within the cell for exercise.
6/18/20	Lindsey Hess	All Offenders	Daily Informer	Prepared by Kewanee offenders.
6/18/20	DD Page	Supervisory Staff	Return to Work Plan for Supervisors	FAQ for Supervisors regarding return to work plans.
6/18/20	Lindsey Hess	All Facilities and Department Heads	COVID 19 Signage	Email requesting Department Heads to provide the numbers of posters needed for their respective work locations.
6/19/20	Lindsey Hess	All Offenders	Daily Informer	Prepared by Kewanee offenders.
6/22/20	Chief Eilers	Agency Wide	IDPH: First Responder Wellness Webinar Slides and Recording Link	PowerPoint, flyer, and recording link for First Responder Wellness webinar that was conducted last week.
6/23/20	Lindsey Hess	All Offenders	Daily Informer	Prepared by Kewanee offenders.
6/24/20	Lindsey Hess	All Offenders	Daily Informer	Prepared by Kewanee offenders.
6/25/20	Chief Williams	All Offenders	Yoga Techniques – Beginner Level, Class 3	Memo providing yoga poses to perform within the cell for exercise.
6/25/20	Lindsey Hess	All Offenders	Daily Informer	Prepared by Kewanee offenders.
6/25/20	Office of Health Services	All Facilities	Revised PPE Precautions for Medical Furloughs and Writs for Offenders testing negative for COVID-19	Memo providing revised guidelines for transporting offenders on writs/furloughs.
6/29/20	Lindsey Hess	All Offenders	Daily Informer	Prepared by Kewanee offenders.
6/29/20	Lindsey Hess	All Wardens	COVID-19 Signage	Email sent to all Wardens concerning limited signage at the moment.
6/30/20	Lindsey Hess	All Offenders	Daily Informer	Prepared by Kewanee offenders.
7/01/20	Lindsey Hess	All Offenders	Daily Informer	Prepared by Kewanee offenders.
7/2/20	Dr. Hinton & Dr. Puga	Warden's Group	Psychopharmacology – Heat Related Side Effects	Memo providing information on Psychopharmacology



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7/2/20	Chief Williams	All offenders	Yoga Techniques- Beginner level, Class 4	Memo providing yoga poses to perform within the cell for exercise.
7/2/20	Chief Brunk	All Staff	COVID-19 Supplies	Memo providing facility direction for purchasing supplies.
7/2/20	Chief Eilers	All Wardens, Executive Staff, OHS, Deputy Directors and Operations Center Staff	Statewide IC Modified 5 Day Schedule	Memo with modified 5-day schedule for Statewide Incident Command.
7/6/20	Chief Eilers	Vienna Administration	AFSCME MOU – Dixon Springs IIP	MOU sent to Vienna Administration regarding temporary reassignment of AFSCME bargaining unit employees from Dixon Springs IIP to Vienna.
7/6/20	Lindsey Hess	All Offenders	Daily Informer	Prepared by Kewanee offenders.
7/7/20	Lindsey Hess	All Offenders	Daily Informer	Prepared by Kewanee offenders.
7/8/20	Dr. Bowman, Dr. Conway	All Facilities	COVID-19 PPE Requirements for Office Areas	Memo to all staff regarding requirements for PPE in office areas.
7/9/20	Chief Williams	All Offenders	Yoga Techniques – Beginner Level, Class 5	Memo providing yoga poses to perform within the cell for exercise.
7/10/20	Chief Eilers	All Wardens, Medical Staff	Medical Quarantine Plan	Email explaining medical quarantine process and requirements
7/10/20	Lindsey Hess	All Wardens, HCU Staff, OHS Regional Coordinators	Exposure Risk Assessment Guide	Resissued email reminder of hotline guidelines at Office of Correctional Medicine - SIU School of Medicine to handle calls to address staff concerns regarding exposure.
7/10/20	Lindsey Hess	All Wardens	Fifth Amended General Order	COVID-19 Public Emergency – Court remains open and cases continue.
7/13/20	Operations	All Wardens	3-Ply Surgical Masks	Notice that each facility will receive a shipment of 3-Ply Surgical Masks on RDC shipment this week. Each facility will be required to issue (2) surgical masks to every offender and staff member.
7/14/20	Chief Lindsay	All Staff	Emergency Time Off Requests for Child Care Needs for FFCRA Excluded Employees	Memo addressing time off requests for childcare needs.



# ILLINOIS DEPARTMENT OF CORRECTIONS



7/14/20	Chief Lindsay	All Staff	Emergency Time Off Requests for Child Care Needs for FFCRA Excluded Employees	<b>REVISED</b> – Memo addressing time off requests for childcare needs. FMLA will not be approved for Child Care coverage
7/14/20	Lindsey Hess	All Offenders	Daily Informer	Prepared by Kewanee offenders.
7/15/20	Chief Eilers	All Wardens	Wearing of Masks	Email reminder that all staff are required to wear a mask.
7/15/20	Chief Williams	All Offenders	COVID – 19 Surgical Mask	Memo notification to all men and women in custody that they will be receiving two surgical masks.
7/16/20	Chief Williams	All Offenders	COVID – 19 Surgical Mask – Spanish	Memo notification to all men and women in custody that they will be receiving two surgical masks.
7/16/20	Dr. Bowman	All Staff (DOC Notify)	Increase in COVID – 19 cases in Southern Illinois	Memo providing information of increase in Southern Illinois and reminding staff to wear masks, especially in Counties with increase.
7/16/20	Chief Williams	All Offenders	Yoga Techniques – Beginner Level, Class 6	Memo providing yoga poses to perform within the cell for exercise.
7/16/20	Lindsey Hess	All Offenders	Daily Informer	Prepared by Kewanee offenders.
7/16/20	Dr. Bowman	All Wardens	Interim Guidelines for Correctional Facility Barber/Beauty Shops	Memo providing practical guidance for facility barber/beauty shops to reduce the risk of COVID – 19 in a correctional setting.
7/17/20	Lindsey Hess	All Offenders	Daily Informer	Prepared by Kewanee offenders.
7/20/20	Lindsey Hess	All Offenders	Daily Informer	Prepared by Kewanee offenders.
7/21/20	Lindsey Hess	All Offenders	Daily Informer	Prepared by Kewanee offenders.
7/22/20	Chief Eilers	Wardens, OHS, HCUA's, Ops Center	Reporting of Positive Cases and Recoveries	Email notification sent out as a reminder of proper way to report positive cases and recoveries.
7/22/20	OHS	All Wardens & HCUA's	Interim Optometry Guidelines	Memo providing optometry guidelines during and after examinations to mitigate the spread of the virus to staff and offenders.
7/22/20	Chief Eilers	All Wardens, OHS, HCUA's, OHS	COVID-19 Use of DIY Masks	Reiterated memo emphasizing the importance that staff are issued and wear surgical masks in lieu of DIY masks.
7/22/20	Lindsey Hess	All Offenders	Daily Informer	Prepared by Kewanee offenders.



# ILLINOIS DEPARTMENT OF CORRECTIONS



7/23/20	Chief Eilers	All Wardens, OHS	Parole Violator	Email notification that all parole violators are to be sent to an R & C facility unless approval from OHS, Parole and Operations.
7/23/20	Lindsey Hess	All Offenders	Daily Informer	Prepared by Kewanee offenders.
7/23/20	Chief Williams	All Offenders	Yoga Techniques – Beginner Level, Class 7	Memo providing yoga poses to perform within the cell for exercise.
7/24/20	DD Page	All Wardens, All Personnel	Update CVQ	Email notification for further clarification from CMS on how to handle employee COVID related timekeeping.
7/24/20	Chief Eilers	All Wardens	Offender Work Crews for the Community	Memo advising that work crews for Community Projects must be approved by IC and OHS.
7/24/20	DOC Notify	Agency Wide	Coronavirus Warning Level	Email notification from IDPH of Four Counties at Warning Level for Coronavirus Disease.
7/24/20	Chief Eilers	All Wardens, A/W's, and OHS	Intra-Agency Transfers	Reissued guidance ensuring all transfers are COVID tested and temp checked. Reiterated staff wear proper PPE.
7/24/20	Lindsey Hess	All Offenders	Daily Informer	Prepared by Kewanee offenders.
7/27/20	Lindsey Hess	All Offenders	Daily Informer	Prepared by Kewanee offenders.
7/28/20	Lindsey Hess	All Wardens, All AWOs, All AWPs	Disinfecting Copy Machines	Email guidance from OHS on the proper way to disinfect copy machines.
7/28/20	Lindsey Hess	All Offenders	Daily Informer	Prepared by Kewanee offenders.
7/28/20	Chief Lindsay, Dr. Bowman, Chief Eilers	All Facilities	COVID-19 Intra-Agency Transfers and County Jail/Detention Center Intakes	Memo outlining the process for moving offenders internally and receiving offenders from County Jail/Detention Centers.
7/29/20	John Eilers, Chief of Operations	All Facilities	Internal Transfer Protocol	Memo outlining the protocol to be utilized for transferring offenders internally.
7/29/20	John Eilers, Chief of Operations	All Facilities	COVID-19 PPE Requirements for Office Areas	Memo outlining the requirements to wear PPE in Office Areas.
7/30/20	Lindsey Hess	All Offenders	Daily Informer	Prepared by Kewanee offenders
7/30/20	Lindsey Hess	All Facilities	Yoga Video for Men and Women in Custody	Email with the location of the Yoga Video for Men and Women in Custody.



# ILLINOIS DEPARTMENT OF CORRECTIONS



7/31/20	Lindsey Hess/ OHS	All Wardens and HCUA	Interim Guidelines for Dentistry during COVID-19	Memo to provide dental healthcare personnel with precautions against the spread of COVID-19 as we resume dental care.
7/31/20	Lindsey Hess	All Offenders	Daily Informer	Prepared by Kewanee offenders

FACILITY	OVERALL STAFF +	STAFF RECOVERED	STAFF CURRENT +	OVERALL OFFENDER +	OFFENDER RECOVERED	OFFENDER CURRENT +	PASSED AWAY
BIG MUDDY RIV	2	1	1	1	1	0	0
CROSSROADS	1	1	0	3	3	0	0
DANVILLE	1	1	0	0	0	0	0
DECATUR	2	1	1	0	0	0	0
DIXON	4	3	1	0	0	0	0
EAST MOLINE	6	6	0	71	71	0	0
ELGIN	5	5	0	0	0	0	0
FVATC	7	7	0	4	4	0	0
GENERAL OFFICE	1	1	0	0	0	0	0
GRAHAM	3	1	2	0	0	0	0
HILL	3	2	1	19	19	0	0
ILLINOIS RIVER	5	4	1	0	0	0	0
JACKSONVILLE	1	1	0	0	0	0	0
JTC	26	15	11	0	0	0	0
KEWANEE	4	2	2	0	0	0	0
LINCOLN	3	1	2	0	0	0	0
LOGAN *	10	6	4	9	1	8	0
MENARD	16	4	12	0	0	0	0
MURPHYSBORO	1	0	1	0	0	0	0
N LAWDALE	4	4	0	5	5	0	0
PAROLE	3	2	1	0	0	0	0
PEORIA ATC	5	5	0	8	8	0	0
PINCKNEYVILLE	4	2	2	0	0	0	0
PONTIAC	10	8	2	6	6	0	1
ROBINSON	2	0	2	0	0	0	0
SHERIDAN	8	8	0	20	18	2	0
SOUTHWESTERN	12	4	8	0	0	0	0
STA NRC	39	36	3	2	2	0	0
STATEVILLE *	81	78	3	219	196	23	12
TAYLORVILLE	2	1	1	1	1	0	0
VIENNA	3	3	0	0	0	0	0



# ILLINOIS DEPARTMENT OF CORRECTIONS



WESTERN	5	4	1	0	0	0	0
	OVERALL STAFF +	STAFF RECOVERED	STAFF CURRENT +	OVERALL OFFENDER +	OFFENDER RECOVERED	OFFENDER CURRENT +	PASSED AWAY
TOTAL	279	217	62	368	335	33	13

\* INDICATES FACILITY COMMAND POST OPEN